



## ***JOB POSTING***

**Position:** Part-Time Food & Beverage Server

**Reports To:** Manager of 19<sup>th</sup> Hole

Content Revision Date 2/24/14

**Dept:** Parks Department

**FLSA:** Non-Exempt

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**Position Responsibilities (include but are not limited to the following):**

- Performs cashier duties as required.
- Prepare and serve beverages and/ or food.
- Oversees daily operation in absence of Manager of 19<sup>th</sup> Hole

**Knowledge, Skills, and Abilities Required:**

- Considerable ability to work well with others.
- Excellent organization skills.
- Considerable ability to solve problems.
- Good written and oral communication skills.
- Detailed oriented.

**Minimum Qualifications:**

Flexible working some weekends and nights. Must be able to obtain Bartender's License.

**Physical Requirements:**

- Finger dexterity required to manipulate objects and operate a cash register.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).

*The duties and responsibilities outlined in this job description are not necessarily all the assignments required of this position, other duties may be assigned.*

<p><b><i>Internal Candidates</i></b> must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms &amp; Resources or you may contact HR at 244-2324.</p>
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**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*